



MOTOR CARRIER SERVICES
MoDOT Carrier Express
24-Hour Online System

Step-By-Step Instructions For Filing
Waste Tire License Renewal and Supplement

Phone	866-831-6277
Fax	573-522-6708
E-Mail	ContactMCS@modot.mo.gov

Important Web Sites for Waste Tire Transporters

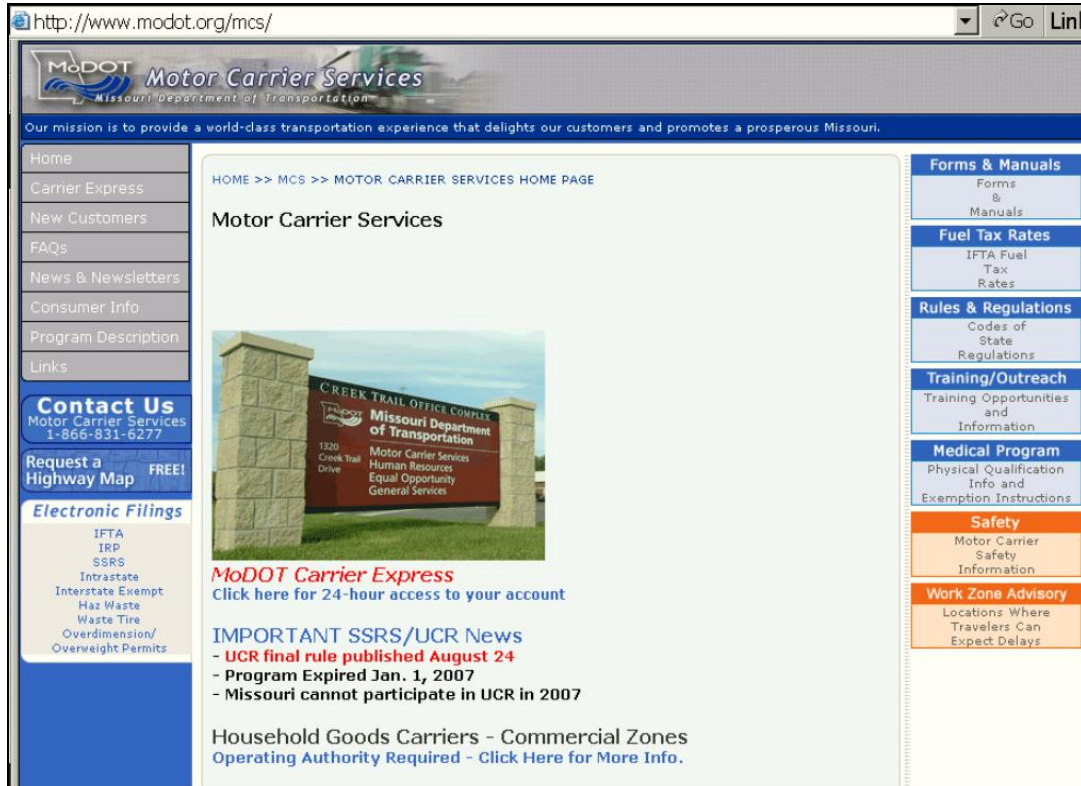
These Missouri Department of Natural Resources sites provide information to help you comply with waste tire hauling requirements:

- <http://www.dnr.mo.gov/env/swmp/tires/tirelist.htm> - Scrap Tire Unit Info
- <http://www.sos.mo.gov/adrules/csr/current/10csr/10c80-8.pdf> - Scrap Tire Regulations
- <http://www.dnr.mo.gov/regions/ro-map.pdf> - List of Regional and Satellite Offices
- <http://www.dnr.mo.gov/env/swmp/tires/tireprocessors.htm> - List of Scrap Tire Processors in MO.
- <http://www.dnr.mo.gov/forms/780-1593.pdf> - Waste Tire Tracking Form
- <http://www.dnr.mo.gov/forms/780-1595.pdf> - Waste Tire Monthly Summary Tracking Form – Hauler
- <http://www.dnr.mo.gov/env/swmp/docs/Tirehaulerletter.pdf> - DNR letter on track form requirements.

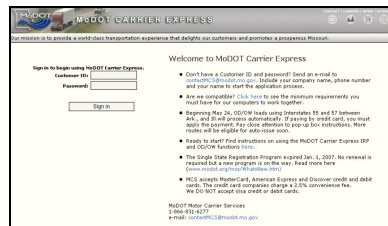
Contact Missouri DNR at: 1-800-361-4827 or 573-751-5401 or e-mail swmp@dnr.mo.gov

Getting Started With MoDOT Carrier Express

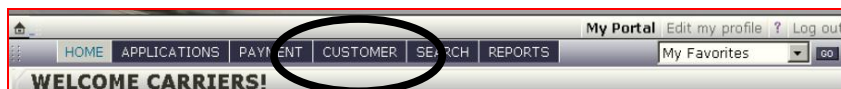
- Visit www.modot.org/mcs.
- Click the gray Carrier Express button on the upper left portion of the page.
- Enter your userID and password to access the system.
 - If you do not have a **userID** and **password**, contact MoDOT Motor Carrier Services:
 - E-mail – contactMCS@modot.mo.gov
 - Telephone – 1-866-831-6277
 - Your userID and password should arrive within two days.



- On the **LOG IN** page you'll find information and updates, please take a minute to read the announcements.
- Enter your **USERID** and **PASSWORD** and click **SIGN IN**.



- Select **CUSTOMER** and your **CUSTOMER PROFILE** will appear.



Checking the Customer Profile

- Customer Profile lists the information MoDOT has on file for your company. Please review carefully to ensure information is correct. Verify that your **CUSTOMER STATUS** is **ACTIVE**. If you find an error or your account appears to be inactive, contact MoDOT MCS.

Customer Profile Legal Name: MISSOURI DEPARTMENT OF TRANSPORTATION USDOT No: 7513523
DBA Name: MOTOR CARRIER SERVICES Customer ID: 10024

Customer Status: ACTIVE	Date Incorporated: 03/01/2007
Customer: USDOT No: 7513523	State Incorporated: MO
Legal Name: MISSOURI DEPARTMENT OF TRANSPORTATION	SOS Registration No: 03012007
DBA Name: MOTOR CARRIER SERVICES	SOS Expiration Date: 01/01/2009
Business Type: Corporation	Certificate Good Standing: YES
Tax Type: E - FEIN	DBA SOS Registration No: 03012007
FMCSA MC No: 3523751	DBA SOS Expiration Date: 03/01/2008
IRP No: 6240	Partnership Agreement:
EPA No:	Returned Mail:
	Comments Available: NO
Created By: CONVERT	Last Updated By: wilbed1
Created On: 09/23/2005 09:09:32 AM	Last Updated On: 03/01/2007 10:03:10 AM

- Pay special attention to the address information on the **CUSTOMER PROFILE**. Contact MoDOT MCS to correct any errors.

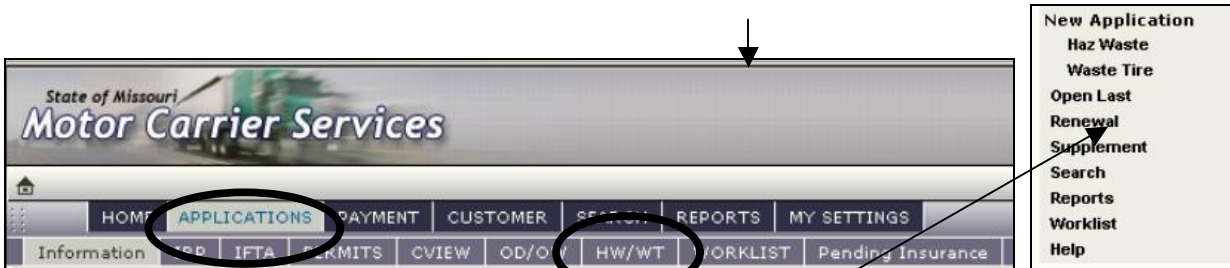
Checking Contact Information

- Next, check the contact information we have on file. Click on **CONTACT LIST** on the left side the **CUSTOMER PROFILE**. If you find any discrepancies, contact MoDOT MCS.



Renewing a Waste Tire Permit

- Select **APPLICATIONS** and then click on **HWWT**.



- The **HWWT** Menu will appear. Select **RENEWAL**.

Information | IRP | IFTA | PERMITS | OD/OW | HW/WT

New Application
 Haz Waste
 Waste Tire
 Recall
 Renewal
 Supplement
 Search
 Worklist
 Help

License renewal

The license / USDOT to be searched on must already exist within the system.

☒ Open by License Number ☐ Search by USDOT Number

Enter the license number for renewal..

- Select **OPEN**.
- Your company's information will automatically appear on the screen. Click **REFRESH** to pull updated information. If the slot/field for mailing address or telephone number are blank after refreshing, please enter the information.

Existing License Return to Worklist

Application Analysis Administration

App Status: Working **Hazardous Waste** App No: 1000548

General | Type | Officers | Safety | Equipment | Fee | Notes | Consent

Applicant
 Name
 MOTOR CARRIER SERVICES EPA ID

Mailing address
 Street City
 ZIP State

Business address
 Street City
 ZIP State

Phone Fax Email

Missouri Terminals

Street	City	State	ZIP	Phone Number	EPA ID
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/>					

Form of Business
 Type Date Inc MO Sec. Reg. No MO Sec. Reg. No(Corporate DBA)
 If your company is organized outside of MO, what is the state of Incorporation

- Does your e-mail address appear in the E-mail field? If not, please enter it.
- If one or more of your Missouri terminals does not appear on the screen, select **ADD ROW** and enter the terminal information.
- If a Missouri terminal address is no longer accurate, select **DELETE ROW**.

Missouri Terminals

Street	City	State	ZIP	Phone Number	EPA ID
84 Street Address	City	MO	65101	(866)831-6277	123456789
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/>					

- Check the bottom of this screen for your business information. Notify MoDOT MCS if it is incorrect.

Form of Business
 Type Date Inc MO Sec. Reg. No MO Sec. Reg. No(Corporate DBA)
 If your company is organized outside of MO, what is the state of Incorporation

- Select the **TYPE** tab to continue your renewal.

Existing License

Application Analysis Administration

App Status: Working **Waste Tire** App No: 0

General **Type** Officers Safety Equipment Waste Tires Violations Notes Consent

Applicant requests approval of this application for:

☐ Transportation of waste regulated under the Federal RCRA.

☒ Transportation of waste tires in Missouri.

☐ Applicant transports hazardous waste or other licensed materials within the state of MO.

☐ Applicant transports hazardous waste or other licensed materials in interstate commerce.

☐ Operation of a hazardous waste transfer facility in Missouri.

☐ Washing out of cargo tanks at a Missouri terminal. Location:

Proposed service will include transporting the following (select all that apply)

☒ Applicant will not be transporting hazardous waste as defined in Title 49 code of Federal Regulations.

☐ Applicant will be transporting Hazardous Waste not defined as Hazardous Material in title 49 code of Federal regulations.

Limit of Liability

License Delivery

Type Email

Notes

Type notes to MoDOT and/or DNR here, then click **Add Notes**.

Indicate how you would like to receive your license in the **LICENSE DELIVERY** section.

- **PREVIEW** – the license will appear in the **REPORTS** section of MoDOT Carrier Express. You can print a copy by visiting the **REPORTS** tab, clicking on **REPORT LIST**, selecting the document and choosing **PRINT**.
- **E-MAIL** – the license will be e-mailed to the address you provide.
- **FAX** – the license will be faxed to the number you provide.

NOTE: Do NOT choose the PRINT option. It is for MoDOT MCS use only.

E-mailed and faxed licenses are valid, original licenses.

Notes to MoDOT and DNR

You may type messages to MoDOT MCS or the Missouri Department of Natural Resources in the **NOTES** section. Be sure to click **ADD NOTES** to deliver them.

Before you proceed... - If operate **INTRASTATE**, you must be registered with the Missouri Secretary of State. Visit www.sos.mo.gov/BusinessEntity/soskb/csearch.asp or call toll-free, 1-866-223-6535.

- Select the **OFFICERS** tab. This screen is filled with information from your previous renewal and any updates you made with MoDOT MCS. If changes are required, contact MoDOT MCS.

Application Analysis Administration

App Status: Working **Waste Tire** App No: 0

General | **Officers** | Safety | Equipment | Waste Tires | Violations | Notes | Consent

Name of company managerial officers or partners

Name	Title
LARRY HULL	PRESIDENT
PRISCILLA HULL	VP/SEC

- Select the **SAFETY** tab. This screen lists the service area you provided MoDOT MCS last year.

Application Analysis Administration

App Status: Working **Waste Tire** App No: 0

General | Type | Officers | **Safety** | Equipment | Waste Tires | Violations | Notes | Consent

Missouri counties to be served

Other states that are served

☐ Interstate Travel Only

Safety Fitness

☒ No rating

☐ US Department of Transportation

☐ State Rating

Date: Rating:

Date: Rating:

Adair
Andrew
Atchison
Audrain
Barry

- Update the service area:
 - **Add a county or counties and/or state(s) served** - click a county/state on the left-side box to include it in your company's service area. Repeat until the service area box on the right of the screen includes all the counties/states you wish to serve.
 - **Remove a county or counties** - click the county in the right-side box to move it out of your service area. Repeat until the service area includes only the counties you wish to serve.
 - **Interstate Only** - CHECK INTERSTATE TRAVEL ONLY as well as the counties and states in which you plan to travel.
 - **ALL counties** - select ALL>> and all Missouri counties will appear in the box on the right.
 - **ALL states** - select ALL>> and all of the states will appear in the box on the right.

- **Safety Fitness** – please select if your company received a safety rating this year. Call MoDOT MCS Safety and Compliance toll-free at 1-866-831-6277 extension 5 with questions.

Safety Fitness

☒ No rating

☐ US Department of Transportation Date Rating

☐ State Rating State Date Rating

USDOT Rating –provide date and rating.
STATE Rating –provide date, rating and state. Fax a copy of the state rating to 573-751-4354.

- Click the **Equipment** tab. A vehicle your company registered last year is displayed. If you need to add or remove vehicles, do so by selecting **ADD ROW** or **DELETE ROW**.

Application Analysis Administration

App Status: Working **Waste Tire** App No: 0

General | Type | Officers | Safety | **Equipment** | Waste Tires | Violations | Notes | Consent

Description of Power Units

Make	Model	Year	VIN	License	Plate	Unit #	GVWR	Weight
AMERICAN	BOOM T...	2007	123VIN1...	MO	TEST123	55	80000	80000

ReLoad Legacy Units **Add Row** Delete Row **Delete Duplicate**

- Use the drop-down boxes to select the **MAKE**, **MODEL** and **LICENSE** state.
- Verify **VIN** numbers. Click the line to the right of the number and drag it to the right to expose the entire number.

Description of Power Units

Make	Model	Year	VIN	License	Plate	Unit #	GVWR	Weight
AMERICAN	BOOM T...	2007	123VIN1...	MO	TEST123	55	80000	80000

VIN

123VIN123ESP12345

- When adding vehicles, ensure the GVWR and WEIGHT are correct. The GVWR is the value specified by the manufacturer as the MAXIMUM loaded weight of a single or a combination vehicle. **The value in the weight field should be the licensed vehicle weight of a straight truck or tractor-trailer combination (in pounds) and is the gross weight of the vehicle (power unit) plus the maximum load allowed by Missouri law.**

Choose the **WEIGHT** from the drop-down box.

General | Type | Officers | Safety | Equipment | Waste Tires | Violations | Notes | Consent

Description of Power Units

Model	Year	VIN	License	Plate	Unit #	GVWR	Weight
OM T...	2007	123VIN123ESP12345	MO	TEST123	55	80000	80000

ReLoad Legacy Units Add Row Delete Row Delete Duplicate

- Duplicate entries will keep the system from processing your renewal online. If you receive a message about a duplication, select **DELETE DUPLICATE**, then verify the vehicles remaining are correct.

Description of Power Units

Model	Year	VIN	License	Plate	Unit #	GVWR	Weight
OM T...	2007	123VIN123ESP12345	MO	TEST123	55	80000	80000

ReLoad Legacy Units Add Row Delete Row **Delete Duplicate**

- Next, select the **WASTE TIRES** tab and enter the number or weight of waste tires you will transport monthly. Enter driver information, adding and deleting drivers as necessary and ensure receiving facility information is current, again, adding and deleting as necessary. Use the drop down features in the **Receiving Facilities** section.

Application Analysis Administration

App Status: Working **Waste Tire** App No: 0

General | Type | Officers | Safety | Equipment | Waste Tires | Violations | Notes | Consent

List the approximate number or weight of waste tires transported per month 120 ☒ Number ☐ Weight

List drivers license information of haulers employed by applicant

Drivers Name	License Number	License State
TEST	TEST12398711	MO

Add Row... Delete Row

List all receiving Facilities (IES)

Facility Name	Processing Facility Permit	Phone Number
EnTire Recycling, Inc.	09005001	8772097345

Add Row... Delete Row

- Select the **VIOLATIONS** tab. If you have no violations, skip to **CONSENT TAB**. However, if you have had a violation, check the box, select **ADD** row and complete this section.

Existing License

Application Analysis Administration

App Status: Working **Waste Tire** App No: 0

General | Type | Officers | Safety | Equipment | Waste Tires | Violations | Notes | Consent

Violations

☐ Check if you have ever been in violation of Sections 260.270 through 260.278 RSMO

Number	County	Case Number	Date	Charges

Add Row... Delete Row...

- Click the **CONSENT** tab and read the **APPLICANT'S CONSENT TO INVESTIGATION**.
 - After reading, check the box below.

Application Analysis Administration

App Status: Working **Waste Tire** App No: 0

General | Type | Officers | Safety | Equipment | Waste Tires | Violations | Notes | **Consent**

Applicant's Consent to Investigation

Applicant, by checking the box below consents on behalf of itself and its affiliates (including persons and entities under its control or related to applicant, and all of their agents, employees, drivers, lessors and lessees of vehicles or drivers and insurance providers) to be investigated by MODOT or Missouri Department of Natural Resources (DNR) (including MODOT or DNR employees, agents and cooperating law enforcement or regulatory agencies), in

☐ I have read, understood and agreed to the above terms and conditions

- If the **Concenter Applicant Name** is incorrect, update it. Remember, the company registered agent must be an individual who resides in Missouri. Do not enter the name of a company.

Existing License

Application Analysis Administration

App Status: Working **Waste Tire** App No: 0

General | Type | Officers | Safety | Equipment | Waste Tires | Violations | Notes | Consent

Applicant's Consent to Investigation

Applicant, by checking the box below consents on behalf of itself and its affiliates (including persons and entities under its control or related to applicant, and all of their agents, employees, drivers, lessors and lessees of vehicles or drivers and insurance providers) to be investigated by MODOT or Missouri Department of Natural Resources (DNR) (including MODOT or DNR employees, agents and cooperating law enforcement or regulatory agencies), in

☐ I have read, understood and agreed to the above terms and conditions

Consenter Applicant Name: TEST NAME

24 Hour Contact Name: MODOT

Contact's Street: 1320 CREEK TRAIL DR

City: JEFFERSON CITY State: MO ZIP: 65101 Phone #: (573)751-3358

Total due the State of Missouri

Amount: 1.00

Company registered agent in Missouri

The applicant hereby designates as agents for **service of process in Missouri**

Name: TEST NAME JR Address: 101 MODOT DR

City: JEFFERSON CITY State: MO ZIP: 65101

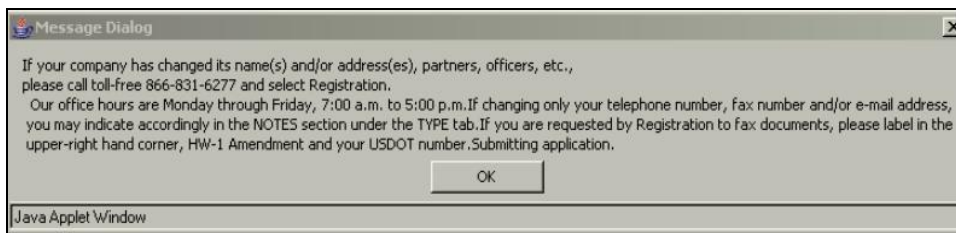
SUBMIT YOUR APPLICATION

- Submit your application by clicking the **SUBMIT** box located at the top of the screen.

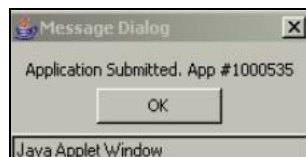


- You will receive a **CONFIRMATION** message asking if you are sure you want to submit the application. Check **OK** if you are ready, **CANCEL** if you wish to return to the application.
- If any required fields are blank or unchecked, you will receive a message that reports what must be done before the system can accept your application. If you don't understand the message, call MoDOT MCS at 1-866-831-6277, extension 3, Monday through Friday, 7:00 a.m. - 5:00 p.m.

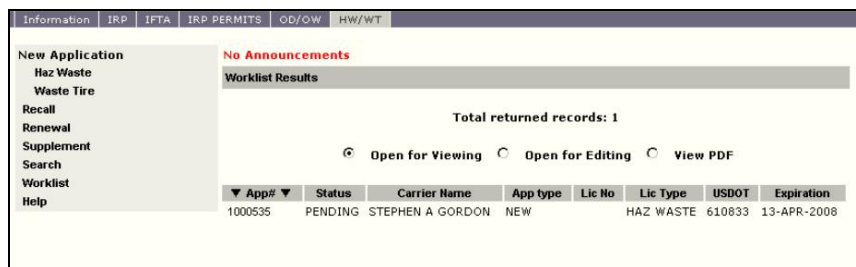
If the application is complete, you will receive the following message. Click **OK** to proceed.



The process might take a few minutes. When the application is received, a confirmation message will appear. Click **OK**.



- Your application is now submitted to **MoDOT MCS** and the **Missouri Department of Natural Resources**. Click **WORKLIST** on the menu at the left side of the page. It displays your company name, the license type "Waste Tire" and notes that your application is pending, approved or held.



- Check the **WORKLIST** periodically. When MoDOT and DNR approve your application, the status will change to **APPROVED**. While the departments review the application, you might see the status **HELD**. You will receive an invoice by fax, e-mail or U.S. Mail, depending on the method you chose. (See below)

The \$100 application fee is non-refundable.

- To choose the invoice delivery method, go to the **PAYMENT** tab. Pull up the invoice by clicking on the **BLUE** invoice ID number.

Invoice List

To retrieve invoices based on a status, choose a

-- status --

2 items found, displaying all items.1

Description	ID	Status	Balance	Date/Time
HWWT\1000095	180356	PRE- INVOICE	\$50.00	2007/08/09 03:56:57

- The following screen will appear. Select the **DELIVERY OPTION** of your choice.
 - Do NOT select PRINT.** It is for MCS use only.

Payment System | Invoice Management | Bond / Pre-Payment | Account Summary | Bulk Invoice Payment

Current Customer Information

Customer ID: 10024
 Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION
 USDOT: 7513523
 To switch to a different customer in order to perform payment processing, go to [Customer Admin page](#) to select one.

Pre-Invoice Details

Pre-Invoice ID: 180356

Program	Permit Account No.	Permit Amount
HWWT	000010024000	\$50.00

Total Amount Due: \$50.00

Invoice Delivery Option:

Print

Submit Invoice

Pay by Mail

- If you pay by mailing a check: Select **PREVIEW** and find the invoice under the **REPORTS** tab. Select **REPORT LIST** and click on **VIEW** (next to CUSTOMER SUMMARY INVOICE). Print the invoice to your printer, attach a check made payable to Missouri Department of Revenue and mail both to the address listed on the invoice.

HOME | APPLICATIONS | PAYMENT | CUSTOMER | SEARCH | **REPORTS** | SAFETY AND COMPLIANCE | MY SETTINGS | My Favorites

Report List

Report List

Report List for test20

Actions	Report Name	Report Date	Requested Date
delete view	CUSTOMER SUMMARY INVOICE	10/10/2007 0:0:0	2007-10-10 14:51:50

MISSOURI DEPARTMENT OF TRANSPORTATION
 MOTOR CARRIER SERVICES
 1320 CREEK TRAIL DRIVE
 JEFFERSON CITY, MO 65102-0893
 PHONE: (866) 831-6277 or (573) 751-7100
 WEB ADDRESS: www.mdot.org/mcs

INVOICE

USDOT: 7513523
 MISSOURI DEPARTMENT OF TRANSPORTATION

SUMMARY INVOICE # 180356
 MCD CARRIER ID # 10024
 INVOICE DATE: 8/9/07

TRANSACTION DOC #	ACTIVITY	AMOUNT	PAYMENTS & CREDITS	AMOUNT DUE
1186693017276	HWWT Permit Application Number 1000095	\$50.00	\$0.00	\$50.00
TOTAL INVOICE AMOUNT		\$50.00		
PAYMENT RECEIVED			\$0.00	
TOTAL DUE (Payable to Missouri Department of Revenue) (Please return a copy of this invoice with your payment)				\$50.00

Final Invoice-No adjustments are allowed by the account holder.

If you have any questions regarding the invoice, please contact us at the address or phone numbers above.

MAKE CHECK PAYABLE TO: MISSOURI DEPARTMENT OF REVENUE
 REFERENCE THE ACCOUNT NUMBER ON YOUR CHECK AND MAIL TO :
 MISSOURI DEPARTMENT OF TRANSPORTATION
 MOTOR CARRIER SERVICES
 P.O. BOX 693
 1320 CREEK TRAIL DR
 JEFFERSON CITY, MO 65102-0893

Pay by Credit/Debit Card

- To pay online, ignore the **REPORTS** tab and follow the payment prompts. Select the **RECEIPT DELIVERY OPTION** for your payment. Again, **PREVIEW**, then find the invoice by clicking the **REPORTS** tab.

Current Customer Information

Customer ID: 10024
 Customer Name: MISSOURI DEPARTMENT OF TRANSPORTATION
 USSDT: 7513523
 To switch to a different customer in order to perform payment processing, go to [Customer Admin](#) page to select one.

Invoice List

To retrieve invoices based on a status, choose a
 -- status --

21 items found, displaying 1 to 10. [First/Prev] 1, 2, 3 [Next/Last]

Description	ID	Status	Balance	Date/Time
HWWT\1000095	180356	INVOICED	\$50.00	2007/10/10 02:51:42
HM /2008/0	180562	PAID	\$0.00	2007/10/03 08:09:48
PCR/2008/0	180563	PAID	\$0.00	2007/10/03 08:09:23
HWWT\1000554	180355	PAID	\$0.00	2007/08/09 03:50:06
HM /2007/0	180326	PAID	\$0.00	2007/08/07 11:48:20
HHG/2007/0	180327	PRE-INVOICE	\$0.00	2007/08/07 01:54:43

Invoice Details

Invoice ID: 180356

Program	Permit Account No.	Permit Amount
HWWT	000010024000	\$50.00

Total Amount Due: **\$50.00**

Receipt Delivery Options:

Payment Methods:

-- choose one --

We accept MasterCard, American Express, and Discover.

- MoDOT MCS accepts **MASTERCARD**, **AMERICAN EXPRESS** and **DISCOVER**. MoDOT **cannot accept Visa**. Cards are charged a convenience fee of 2.5 percent of the transaction amount.
- Enter the credit card information and **APPLY PAYMENT**. The information must be entered as it appears on the card.
- If your card is declined and you feel it is in error, call the card issuer. If they find no reason for the decline, call MoDOT MCS at 866-831-6277, extension 4 (Financial Section).
- Once the license is paid, it will be issued by fax or e-mail, according to your choice. If it does not arrive within three hours, call or e-mail MoDOT MCS. After business hours, an e-mail is recommended.

Total Amount Due: **\$528.88**

Receipt Delivery Options:

Payment Methods:

We accept MasterCard, American Express, and Discover.

Card Type:


☐ American Express
☒ MasterCard
☐ Discover
☐ Debit Card

Name on Credit Card:

Expiration Date: -- month -- -- year --

Credit Card Number:

A convenience fee of 2.5% of the total amount will be added to your credit card.



Missouri Department of Transportation
Motor Carrier Services
 1320 Creek Trail Drive, P.O. Box 893
 Jefferson City, MO 65102-0893
 (866)221-4277 or (573)721-7100

WASTE TIRE HAULER'S PERMIT

File No: USDOT 7513523 License No: 07109001000
 Name: MISSOURI DEPARTMENT OF TRANSPORTATION
 D.B.A: MOTOR CARRIER SERVICES
 City: JEFFERSON CITY Expiration Date: August 09, 2008
 State: MO Effective Date: August 10, 2007

In accordance with Section 260.270 of the "Missouri Solid Waste Management Law", the Missouri Department of Transportation approves the application of the above-named waste tire hauler. Beginning on the effective date shown above, until the expiration date, this waste tire hauler is authorized to transport waste tires. This permit is not transferable, and does not apply to other environmentally regulated areas.

All equipment used for the transport of hazardous waste shall meet and be operated in accordance with the provisions of the Missouri Hazardous Waste Management Law (Section 260, RSMo) and rules made under its authority. The Department does not inspect each vehicle to be used for hauling waste, and the issuance of this permit does not imply approval of that equipment.

The Department may suspend, revoke, or modify this permit if it finds that the hauler is in violation of the chapter, rules, or any terms or conditions thereof, or has created a public nuisance, or posed a threat to the public health or the environment.

Issued at 1320 Creek Trail Drive
 Post Office Box 893
 Jefferson City, MO 65102-0893
 On August 09, 2007

E. J. Grady
 Director of Motor Carrier Services

MISSOURI DEPARTMENT OF TRANSPORTATION
 License No: 07109001000
 Waste Tire Hauler's Permit
 VEHICLE IDENTIFICATION NUMBER(S):
 06/10/2007 12/0000000000000000
 Expiration Date: August 09, 2008

Sample

MISSOURI DEPARTMENT OF TRANSPORTATION LICENSE NUMBER: 100054

Supplement Transactions

To add or replace vehicles to an existing license, complete a supplement transaction.

- Log into MoDOT Carrier Express with your **userID** and **password**.
- Select **CUSTOMER**, then **APPLICATIONS** and then **HWWT** (see page 4 for guidance).
- Select **SUPPLEMENT** to add or replace vehicles.

New Application

Haz Waste

Waste Tire

Renewal

Supplement

Search

Reports

Worklist

Help

The license supplement screen appears. Click **OPEN** – your license number will appear.

Information | IRP | IFTA | PERMITS | OD/OW | HW/WT

New Application
 Haz Waste
 Waste Tire
 Recall
 Renewal
 Supplement
 Search
 Worklist
 Help

License supplement

The license / USDOT to be searched on must already exist within the system.

☒ Open by License Number ☐ Search by USDOT Number

Enter the license number to supplement:

- Your information will appear on the bottom portion of the screen.

Existing License

General | Fee

License Information:

☒ Requesting a 90 day temporary license - \$50.00. Starting date:

☐ Adding power units transporting waste tires - No fee charge

☐ Adding power units transporting hazardous waste - Calculate fee below

☐ Replacing a power unit at no fee

Complete listing of Vehicle(s) added or replaced

Make	Model	Year	VIN	License	Plate	Unit #
[Empty row]						

Main license information

License # USDOT #

Name Address

City State ZIP

Phone # Email Address

Delivery Type

- Click the button next to the action you wish to take: **Adding power units** or **Replacing a power unit**
- Use the drop down boxes for **MAKE**, **MODEL**, **LICENSE** and **WEIGHT**. You must scroll to the right to continue.

Complete listing of Vehicle(s) added or replaced

VIN	License	Plate	Unit #	Replaces unit	GVWR	Weight
TEST123TES...	CA	CATEST123	112233	<input type="checkbox"/>	80000	80000

- To replace a vehicle, select **REPLACING A POWER UNIT AT NO FEE** and **ADD ROW**.

General | Fee

License Information

☐ Requesting a 30 day temporary license - \$50.00. Starting date 04/16/2007
☐ Adding power units transporting waste tires - No fee charge
☐ Adding power units transporting hazardous waste - Calculate fee below
☒ Replacing a power unit at no fee

Complete listing of Vehicle(s) added or replaced

Make	Model	Year	VIN	License	Plate	Unit #
[Empty table body]						

Add Ro... Delete Row

Main license information

- Enter the vehicle information and scroll to the right. Find and click the **REPLACES UNIT** tab to see a list of power units registered to your company.

Motor Carrier Services

Power Units Selection

Unit Nos for Replacement

112233
123456

OK Cancel

Java Apple Window

Main license information

VIN	License	Plate	Unit #	Replaces unit	GVWR	Weight
123TEST123...CA	1234TEST	123556				

Add Ro... Delete Row

- Select the unit number to be replaced, click **OK** and use the drop-down boxes to submit information. The system will replace the vehicle once you **SUBMIT** the request and it is approved. **There is no fee.**
- Select the way you wish to receive the license. Provide your e-mail address or fax number.

Main license information

License # 07109001000 USDOT # 7513523 Refre...

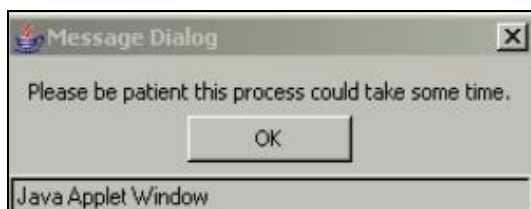
Name MISSOURI DEPARTMENT OF TR Address 1320 CREEK TRAIL DRIVE

City JEFFERSON CITY State MO ZIP 65109

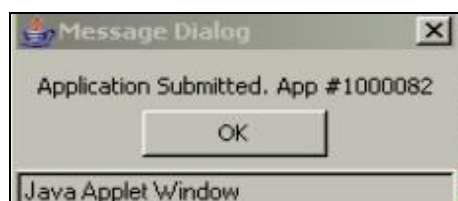
Phone # 5737517108 Email Address USER@MODOT.MO.GOV

Delivery Type Email

- Select **SUBMIT**.
- When the confirmation permission box appears, click **OK**. Another message appears. It provides contact information for MoDOT MCS.
- As the electronic delivery process continues, another box appears.



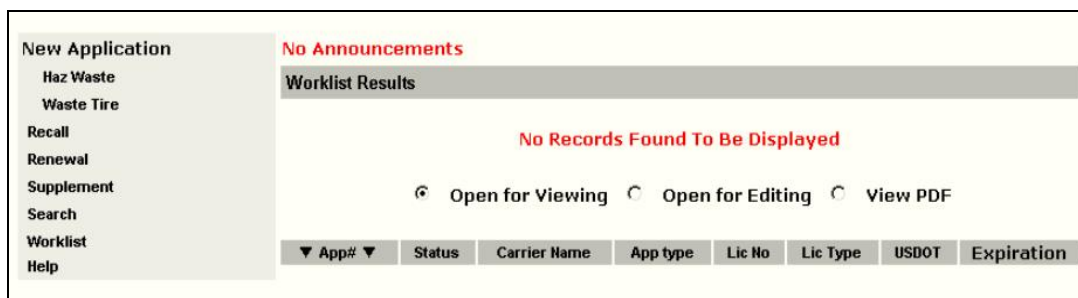
- Select **OK**. When the entire application is received at MoDOT, a confirmation message with an application number appears.



- Check the **WORKLIST** periodically. When the supplement status is **APPROVED**, you will be able to pay by going to the **PAYMENT** tab as discussed in the instructions on pages 11-12. The new license will be issued to you by the delivery method you request.
- Allow a few days for processing. File supplements before you need the license.



- When the supplement is approved, your **WORKLIST** is empty and the license will arrive shortly.



Correcting VIN numbers

If a VIN is incorrect, you may correct it with a **REPLACE UNIT** supplement. You can not use an unit twice; therefore, you will need to add a letter such as “A” or “Z” to the unit number so the system will not recognize it as a duplicate.

Questions – please call toll-free 866-831-6277 or e-mail contactMCS@modot.mo.gov.